

**Appointment Type:** Permanent

**Working Time:** Full Time

**Reference Code:** 20999 e

**Opening Date:** 03/18/2010

**Closing Date:** 03/25/2010

## **Correctional Industries Supervisor Assistant- Laundries**

**\$2,957 to \$3,869 monthly (Range 44) with a comprehensive benefits package!**

### **Agency Information**

Department of Corrections, Correctional Industries (CI) is seeking a highly motivated and qualified individual as a Correctional Industries Supervisor Assistant (CISA) in the CI laundry at Stafford Creek Corrections Center in Aberdeen, WA.

#### **Agency Profile:**

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

#### **DOC offers:**

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- The fulfillment of public service

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

### **Duties**

The CISA position will assist the Correctional Industries Supervisor 2 to manage the laundry process development and improvement program, to include a quality control program, and process definition/review. Assist with the daily production schedule and ensure poundage reporting accuracy. Assist in the supervision and training of offender workers in business planning, laundry production scheduling, production reporting, machine programming, preventative maintenance, time keeping, safety and security, budget tracking, and purchase requisitioning. Ensure control of the supply inventory, track usage trends, requisition supplies, parts and consumables.

Ensure all health and sanitation practices are compliant to American Correctional Association standards, Department of Correction policies and local Health Department regulations. Ensure that safety and security practices are compliant to the American Correctional Association standards, Department of Correction policies/procedures, and Labor and Industries guidelines, including tool and chemical control.

Supervise, interview, hire, evaluate and controls the behavior of offender workers. Assist with proctoring of the laundry certification of offender workers, and maintain training documentation. Focus on offender worker development, retention, evaluating, hiring, training, and performance tracking.

## **Qualifications**

### **REQUIRED QUALIFICATIONS:**

- High school diploma or GED equivalent.
- One (1) year of experience working in a commercial laundry operation.
- As a condition of employment, must acquire the following Association for Linen Management (ALM), certifications within 6 months of employment:  
Certified Washroom Technician (CWT)  
OR  
Certified Linen Technician (CLT)

### **SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT:**

- Position core hours are 7:00 a.m. to 3:00 p.m. however the core hours may flex from day to day.
- Must pass NCIC criminal history background check.
- Must pass pre-employment drug test.
- Valid Washington state driver's license.
- Work takes place in a prison facility, working with convicted felons.
- Open space production plant with mild noise variations, usually warm and seasonably hot.
- Isolated office space with computer and phone services.
- May occasionally require work in excess of 40 hours per week.

## **Special Notes**

### **Application Process:**

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of them Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the [www.careers.wa.gov](http://www.careers.wa.gov) homepage.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All DOC facilities are smoke and/or tobacco free.

## **Other Information**

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment email Cori Vanderhule at [clvanderhule@doc1.wa.gov](mailto:clvanderhule@doc1.wa.gov) or by phone at (360) 725-8404.

## How to Apply

### For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020999\* and click on Start Search.
5. Click on the link, Correctional Industries Supervisor Assistant – Laundries, Aberdeen, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

**Help is available**

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).